



## VACANCY ANNOUNCEMENT FOR FOREIGN NATIONAL STUDENT INTERN PROGRAM U.S. Mission, Canada

Open to: Non-U.S. Citizen Students\*. Candidates must be enrolled half-time or more in a trade school, technical or vocational institute, college, university or comparable recognized educational institute in the field of Communication, Journalism, International Affairs, Public Affairs or related areas.

Position: Cultural Affairs Intern – **\*UNPAID INTERNSHIP\***

Posting Date: January 27, 2015

Application Closing date: Open until filled

Duration: Fall/Winter 2015/2016

***\*American citizens are not eligible to apply for this internship. American students who are interested in internships should apply to the program found at <http://canada.usembassy.gov/about-us/human-resources/internships.html>.***

The U.S. Embassy in Ottawa is offering an internship for one student for the Fall/Winter 2015/2016 semester in the Public Affairs Section. This is an unpaid internship; as such, the Intern will not be considered an employee of the U.S. Government nor be entitled to payment for his/her service.

**Duties of the Position:** Working with the Cultural Attaché, the Cultural Affairs Associate and Assistant in coordinating and implementing professional exchange programs such as the International Visitor Program, U.S. Speaker Programs, Digital Video Conferences, Alumni Programs, etc. Assist with cultural affairs clerical responsibilities including filing, drafting correspondence, and database information input. Helps to escort guests and to staff Embassy cultural events.

### **Qualifications Required:**

**Experience:** Demonstrated potential to accomplish the type of work to be performed.

**Language:** Level IV (fluent) speaking/writing/reading English is required. French a plus but not required

**Knowledge:** Familiarity with academic and cultural institutions in the Ottawa region.

**Skills/Abilities:** Interpersonal, written and verbal communication skills; organizational skills; ability to work with a team as well as independently; computer skills (Word, Excel, databases); good judgment and problem-solving skills; flexibility; and possess a sense of humor.

### **Additional Selection Criteria:**

- Applicant must be at least 18 years of age at the time of appointment;
- Applicant must be in good academic standing at current educational institute; and
- Applicant must be able to pass a medical exam and a U.S. non-sensitive security clearance and have their own medical insurance.

Applicants are expected to commit to an internship of at least six (6) weeks in length, with a minimum of 10 to 12 hours per week. Work schedules are at the discretion of the Supervisor.

### **To Apply:**

Submit the following documentation prior to the closing date of the Vacancy Announcement:

- Completed Application form;
- Statement of Interest outlining objectives/motivations in seeking an internship and how one's academic courses and other experiences relate to the advertised position;
- Certified transcript and written permission from the educational institute; and
- If non-Canadian, copies of a valid study permit or other valid documents issued by Citizenship and Immigration Canada which provides a student with legal status in Canada to undertake an unpaid internship.

By Mail: Ottawa HR (Foreign National Student Intern Program), P.O. Box 866, Station B, Ottawa, Ontario K1P 5T1

By Fax: 613-688-3055

By Email: [ottawahr@state.gov](mailto:ottawahr@state.gov)

\*Application documents can be found online at <http://canada.usembassy.gov/about-us/human-resources/internships.html>.

*The U.S. Mission Canada is an equal opportunity employer.*